



UNITED STATES MARINE CORPS
COMMANDING GENERAL
BOX 788100
MARINE CORPS AIR GROUND COMBAT CENTER
TWENTYNINE PALMS, CALIFORNIA 92278-8100

CCO 5000.2C
6B-103
5 Apr 93

COMBAT CENTER ORDER 5000.2C W/Ch 1, 2

From: Commanding General
To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR PROTOCOL (SHORT TITLE: SOP FOR PROTOCOL)

Encl: (1) Project Officer Guide

1. Purpose. To publish standing operating procedures for Protocol and the conduct of all visits to the Combat Center.

2. Cancellation. CCO 5000.2B.

3. Information

a. The Combat Center Protocol Office has been established to prepare for, coordinate, and host all official visitors to the Combat Center for the Commanding General.

b. The Protocol Officer is a special staff officer responsible directly to the Commanding General and the Chief of Staff working per the direction of the Command-mg General and the Chief of Staff

c. An "Official Visitor" is any General Officer, Government employee with a rating of GS-16 or higher, representative of a foreign government, elected official or any other invitee of the Commanding General

4. General Areas of Responsibility

a. Billeting. The Protocol Officer will arrange all billeting for official visitors and members of their party.

b. Itineraries. The Protocol Officer will prepare all itineraries which will be approved by the Commanding General and the Chief of Staff. Once approved, the itineraries will be published and distributed to the appropriate commands and activities required to support the itinerary. The Protocol Officer will also arrange the social functions required by the itineraries.

c. Project Officers. Each official visitor to the Combat Center will have a Project Officer assigned to act as an aide or escort throughout the visit. The Chief of Staff will assign Headquarters Battalion or Marine Corps Communication Electronics School (MCCES) provide the Project Officer.

d. Support to Commands. The Protocol Officer will also provide assistance to tenant or subordinate commands in ensuring the proper conduct of command functions. Specifically, guidance may be provided in the preparation of invitations and seating arrangements, for honors or ceremonies, and any other assistance or queries that may arise.

5. Action

a. Protocol Officer

- (1) Ensure publication and distribution of itineraries
- (2) Ensure notification to all personnel for briefings and/or social functions.
- (3) Ensure adequate billeting is arranged, properly prepared and equipped.
- (4) Coordinate with the Aide-de-Camp for transportation requirements.
- (5) Coordinate with the Public Affairs Office for desired media coverage.
- (6) Maintain an adequate library of professional publications on social etiquette and protocol to ensure that all social functions are coordinated properly.
- (7) Assign responsibility as necessary for visits by personnel interested in specific functional areas vice the overall activity of the Combat Center.
- (8) Provide guidance as required by subordinate or tenant commands in the conduct of command functions and ceremonies.

b. Commanding Officers/Officers in Charge/Section Heads

- (1) Ensure the assignment of the project officer is made expeditiously.
- (2) Ensure that the project officer is representative of the professional excellence expected of all Marines.
- (3) Ensure that the project officer reports to the Protocol Officer at least **one week** prior to commencement of the assignment.
- (4) Upon receipt of an itinerary, ensure that your areas of responsibility are attended to (i.e., ensure police of areas to be visited, ensure visitors will be met at prearranged locations by an appropriate representative, ensure that attendees of briefs and/or social functions are apprised of the time, place and uniform).
- (5) Upon notification of responsibility to host a visitor, ensure that an itinerary is prepared and delivered to the Protocol Officer for approval of the Commanding General or Chief of Staff. Upon approval, publish, distribute, and arrange support for the itinerary. Arrange all social functions and billeting through the Protocol Officer. Keep the Protocol Officer advised of all revisions.
- (6) Obtain command approval prior to issuing any invitations to official visitors.
- (7) Notify the Protocol Officer of any notification of acceptance or rejection of an invitation rendered or notification of an intent to visit the Combat Center by Prominent personnel

c. Project Officers

- (1) Report to the Protocol Officer at least **one week** to the commencement of the assignment for briefings.
- (2) Perform functions as directed during the period of that assignment.

(3) Ensure that you receive briefings from the Protocol Officer and are provided a copy of the enclosure and the itinerary for that visitor.

6. Summary of Revision. This Revision deletes the "dual commands" due to the 7th Marine Expeditionary Brigade's deactivation.

7. Applicability. This Order is applicable to all commands and organizations located aboard the Combat Center.

P. J. KAHLER
Acting Chief of Staff

DISTRIBUTION: A-1



UNITED STATES MARINE CORPS
COMMANDING GENERAL
BOX 788100
MARINE CORPS AIR GROUND COMBAT CENTER
TWENTYNINE PALMS. CALIFORNIA 82278-8100

CCO 5000.2C Ch 1
7
25 Mar 95

COMBAT CENTER ORDER 5000.2C Ch 1

From: Commanding General
To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR PROTOCOL (SHORT TITLE: SOP FOR PROTOCOL)

1. Purpose. To direct pen changes to the basic Order.

2. Action

a. In the last line of Paragraph 4.c delete "a subordinate command or tenant command" and replace with "Headquarters Battalion or Marine Corps Communication Electronics School (MCCES)".

b. In paragraph 5.c (1) delete "72 hours" and replace with "one week".

c. In the last line of paragraph 7 of enclosure (1) delete "7618" and replace with "6461".

3. Filing Instructions. File this Change transmittal immediately behind the signature page of the Order.

J. D. MAJCHRZAK
Chief of Staff

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UNITED STATES MARINE CORPS
COMMANDING GENERAL
BOX 788100
MARINE CORPS AIR GROUND COMBAT CENTER
TWENTYNINE PALMS. CALIFORNIA 82278-8100

CCO 5000.2C Ch 2
7
27 Apr 98

COMBAT CENTER ORDER 5000.2C Ch 2

From: Commanding General
To: Distribution List

Subj: STANDING OPERATING PROCEDURES FOR PROTOCOL (SHORT TITLE: SOP FOR PROTOCOL)

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T. M. SUMNER
By direction

DISTRIBUTION: A-1

PROJECT OFFICER GUIDE

FOR

POSITION

ACCOMPANIED BY

DATES

BILLETING

1. Go over the itinerary with the Protocol Officer and Aide - ensure you know the proper uniform.
2. Meet with the driver - ensure that the driver has the proper plates/flag, if applicable, knows where to go, and in the proper uniform.
3. Do you need any special equipment? (i.e., binoculars, field jacket, 3x5 notebook).
4. Check the VIP suite prior to arrival. Also check rooms for accompanying personnel.
5. Introduce yourself - be outgoing - you are there to provide any assistance that may be needed and to escort the VIP through the visit aboard the Combat Center.
6. Collect all tabs and room bill and settle with the VIP or Aide at the conclusion of the visit.
7. Keep the Protocol Officer advised of your status. If there are any changes or if you have any questions, call the Protocol Officer at 6461.
8. Special Instructions:

ENCLOSURE (1)